

NO-FEE PASSPORT APPLICATION INSTRUCTIONS FOR MILITARY DEPENDENTS
(EFFECTIVE 02 MAR 2016)

All applications (DS 11 & DS 82-Renewal) MUST be filled out on line, printed and submitted to the Base Passport Agent:

TSgt Elisabeth Colden or MSgt Bonnie Haven
127 FSS/Passport Agent
29423 George Ave, Bldg. 304
(586) 239-6789/6879
Walk-In Acceptance Hours Tuesdays 0900-1500

DO NOT SIGN UNTIL YOU SUBMIT IT TO PASSPORT AGENT!!

PLEASE FOLLOW THESE INSTRUCTIONS:

- Go to www.travel.state.gov/passport website; choose “Apply for passport”
- Select the APPROPRIATE PASSPORT BOOK (First time applicant, renewal, minor)
 - If you have a civilian passport but this will be your first no-fee passport, you must fill out the DS-11 for first time application
- For **Permanent Address** put your current Home Residence.
- Put at least two (2) numbers where it asks for contact numbers.
Home and Work

SUBMIT two (2) passport photos for each application

- * Photos must be 2”x 2”, proper attire and must be recent within 6 months
- * NO Military Uniform.
- * NO hat or other headgear, unless part of religious attire that is worn daily.
- * NO dark glasses or nonprescription glasses with tinted lenses

**MILITARY PERSONEL MAY
TAKE PHOTOS IN BLDG 303
2ND FLOOR/MEDIA, 9AM-3PM,
TUES-THURS**

**NOTE: Orders are required for all PCS travel, TDY, &
Deployments
(Order to accompany with a statement “Dependents Authorized”
or by name.)**

- If you are submitting the **DS-82 RENEWAL**, you will have to submit your civilian or military passport with the application **OR** you can submit the **DS-11** along with your original birth certificate, copy of Military ID and Drivers License.
- Submit a photo copy (1 page front and 1 page back) of your MILITARY ID or DRIVERS LICENSE (1 page front and 1 page back)
- **FEMALES:** Please include **Full Maiden Name** where it asks “what other names you have used”
- **FEMALES:** if you are married and have changed your last name, **Original Marriage License** will have to be submitted with application
- Birth documents/Naturalization Certificate (if applicable) and Marriage Licenses **must be original documents with a raised seal** (you will get them back once passport has been issued)

Applications **CAN NOT** have any handwritten corrections

- PLEASE CHECK FOR SPELLING ERRORS ON THE APPLICATION
- **NOTE: PLEASE ENSURE 2 BARCODES ARE PRINTED ON THE APPLICATION!**

*****NOTE:** Passport applications take **approximately 6-8 weeks** to process. If a passport is needed before then, an expedite letter will have to accompany the application. <http://www.127wg.af.mil/> for sample of the expedite letter, under ID card information.

******NOTE: LOST OR STOLEN PASSPORT, DS-64:** If you have previously had a passport (military or civilian) but it is lost, fill out and submit a DS-64 (Lost or Stolen Passport) and you must submit the DS-11 with a birth certificate.

******NOTE:** Some countries require a visa stamp or SOFA Stamp. If getting a passport for a specific location, please inform the base passport agent when submitting the application to see if a visa is needed.

PLEASE CALL IF ANY QUESTIONS OR CONCERNS:

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